



SEVENTH-DAY
ADVENTIST
CHURCH

Central California
Conference

Auditing Department

PO Box 770
Clovis, CA 93613-0770
(559) 347-3145
(559) 347-3146
(559) 347-3148
mthompson@cccsda.org
auditassist@cccsda.org
jcano@cccsda.org

1099MISC Verification Form

Please check one of the following options:

- ☐ **I have already prepared** 1099MISC and 1096 forms for my church. **Enclosed are copies of these forms for the Conference files.**
- ☐ **I have received assistance from CCC Auditing Department in preparing** forms 1099MISC.
- ☐ **I do not have to prepare** 1099MISC forms, as my church did not pay anyone \$600.00 or more in 2012 for providing services to the church.
**(If this item is checked please submit a Check Report for the year and complete the bottom portion of this form).*
- ☐ **I need assistance** in preparing the 1099MISC forms for my church:
**(If this item is checked please submit a Check Report for the year and complete the bottom portion of this form).*
 - ☐ I have emailed the name, address, social security number, and amount paid for each individual that should receive a 1099MISC form to: jcano@cccsda.org
 - ☐ I have faxed the information to the number below.

Check Report*

Please indicate how you are sending End of Year Check Report to our office:

- ☐ I am mailing Check Report with this Verification Form
- ☐ I have emailed Report to jcano@cccsda.org
- ☐ I have faxed the Check Report to the number below.

I hereby certify that the above information is correct.

Print Name: _____

Signature: _____

Title: _____

Church _____

Thank you for providing this information!

January 31, 2013 is the deadline to mail form 1099MISC to the recipient.
February 28, 2013 is the deadline to mail forms 1096 & 1099MISC to the IRS.

Please send this sheet, the forms and the Check Report to:

Central California Conference
Attn: Auditing Department
P.O. Box 770
Clovis, CA 93613

*Or fax the information to: **559-347-3071***

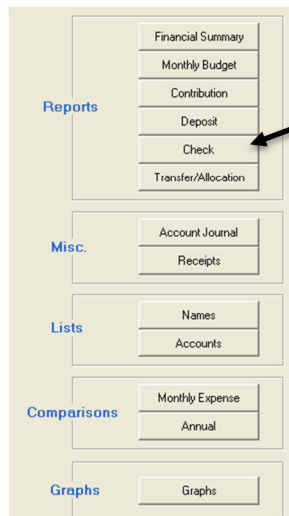
Please call if you have any questions: 559-347-3146.

**New Auditing
Fax Number**

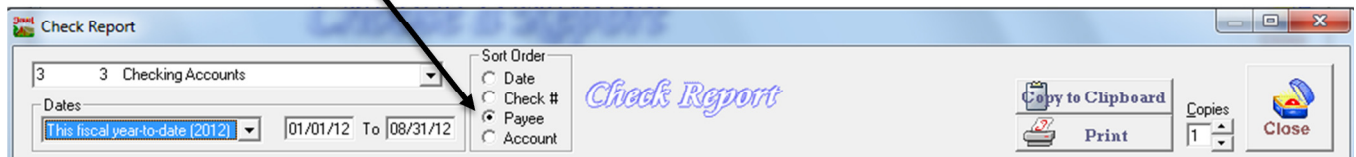
**See other side for information on how to print a Check Report using JEWEL program*

How to Print a Check Report Using JEWEL Program

- From the main menu click **“Reports and Graphs.”**
- In the **“Choose a Report”** window select **“Check”**



- Make sure your **Checking Account** is selected
- The date should reflect **“This Fiscal Year” (2012)**
- Sort checks by order of **“Payee”**



Print your report and include it with your 1099MISC Verification Form.